

## SCREEN CAPTURE

This feature is used to import screen captures, pages, and entire files from other programs into Notebook software. With Screen Capture, it is possible to capture the entire screen, a window, or a selected area of the screen. Notes that are made on the SMART Board can be captured using the Screen Capture tools in the Notebook software or with the Floating Tools. The Screen Captures will be inserted onto a Notebook page, which provides an easy way to add images or notes to the Notebook file.




When using Ink Aware with application software, such as Microsoft Word to capture notes, two objects will appear on the Notebook page. The information will be layered so that the note will be visible on top. SMART Board software can recognize that the application is the background and that the note is written over it.

### Notebook Software

✦ Press the **Launch the Screen Capture Toolbar** button (see illustration at right) on the **Notebook** toolbar.



✦ The table below describes and illustrates the buttons on this toolbar.

Button	Illustration	Description
<b>Area Capture</b>		<p>This button is used to capture a portion of the screen.</p> <ul style="list-style-type: none"> <li>✦ The mouse pointer will change to a square with a camera image (see illustration on the right).</li> <li>✦ Press on the SMART Board and then drag diagonally to outline the area that is to be captured.</li> <li>✦ Release the pressure once the area is outlined.</li> <li>✦ The capture will be saved to a Notebook page.</li> </ul>
<b>Window Capture</b>		<p>To capture an entire window or a portion of an active window, press this button.</p> <ul style="list-style-type: none"> <li>✦ Press within the window that is to be captured.</li> <li>✦ Release the pressure once the window appears as a hatched area.</li> <li>✦ The capture will be saved to a Notebook page.</li> </ul>
<b>Screen Capture</b>		<p>Press the button to capture an image of the entire computer screen.</p> <ul style="list-style-type: none"> <li>✦ Set up the screen the way that the capture is to look.</li> <li>✦ Press the Capture Screen button.</li> <li>✦ The capture will be saved to a Notebook page.</li> </ul>

### Floating Tools

✦ Press the **Area Capture** button (see illustration) on the **Floating Tools Bar**.



✦ Drag over the area that is to be captured.

✦ A message will appear stating that the image has been **Captured to the Notebook Software**.

✦ This will open the **Notebook Software**.

✦ The **Notebook Software** can be accessed by clicking the proper option on the **Task Bar**.